

## TO: ALL APPOINTING AUTHORITIES

The following is a list of the 2016 state holidays and the dates on which they are observed:

Martin Luther King, Jr. Day  Good Friday  Friday  Friday  March 25, 2016  Primary Election Day  Memorial Day  Independence Day  Labor Day  Columbus Day  General Election Day  Veterans Day  Thanksgiving Day  Lincoln's Birthday  Wanday  Monday  Movember 3, 2016  November 11, 2016  November 24, 2016  November 25, 2016  Monday  Monday  Monday  Monday  December 23, 2016  Christmas Day  Monday  Monday  Monday  Monday  Monday  December 26, 2016**  Monday  Monday  December 26, 2016**	New Year's Day	Friday	January 1, 2016
Primary Election Day Memorial Day Monday Monday May 3, 2016 Monday Monday July 4, 2016 Labor Day Monday Monday September 5, 2016 Columbus Day Monday General Election Day Tuesday November 8, 2016 Veterans Day Thursday Thursday November 11, 2016 Thanksgiving Day Thursday November 24, 2016 Lincoln's Birthday Friday November 25, 2016 Washington's Birthday Friday Christmas Day Sunday December 25, 2016**	Martin Luther King, Jr. Day	Monday	January 18, 2016
Memorial DayMondayMay 30, 2016Independence DayMondayJuly 4, 2016Labor DayMondaySeptember 5, 2016Columbus DayMondayOctober 10, 2016General Election DayTuesdayNovember 8, 2016Veterans DayFridayNovember 11, 2016Thanksgiving DayThursdayNovember 24, 2016Lincoln's BirthdayFridayNovember 25, 2016Washington's BirthdayFridayDecember 23, 2016Christmas DaySundayDecember 25, 2016**	Good Friday	Friday	March 25, 2016
Independence Day Labor Day Monday September 5, 2016 Columbus Day Monday Monday Cotober 10, 2016 General Election Day Tuesday November 8, 2016 Veterans Day Friday November 11, 2016 Thanksgiving Day Thursday November 24, 2016 Lincoln's Birthday Friday November 25, 2016 Washington's Birthday Friday Christmas Day Monday Friday November 2, 2016 Friday December 23, 2016 Sunday December 25, 2016**	Primary Election Day	Tuesday	May 3, 2016
Labor Day Monday September 5, 2016 Columbus Day Monday October 10, 2016 General Election Day Tuesday November 8, 2016 Veterans Day Friday November 11, 2016 Thanksgiving Day Thursday November 24, 2016 Lincoln's Birthday Friday November 25, 2016 Washington's Birthday Friday December 23, 2016 Christmas Day Sunday December 25, 2016**	Memorial Day	Monday	May 30, 2016
Columbus Day Monday October 10, 2016 General Election Day Tuesday November 8, 2016 Veterans Day Friday November 11, 2016 Thanksgiving Day Thursday November 24, 2016 Lincoln's Birthday Friday November 25, 2016 Washington's Birthday Friday December 23, 2016 Christmas Day Sunday December 25, 2016**	Independence Day	Monday	July 4, 2016
General Election Day  Veterans Day  Friday  Thursday  Tovember 24, 2016  Thursday  Tovember 25, 2016	Labor Day	Monday	September 5, 2016
Veterans DayFridayNovember 11, 2016Thanksgiving DayThursdayNovember 24, 2016Lincoln's BirthdayFridayNovember 25, 2016Washington's BirthdayFridayDecember 23, 2016Christmas DaySundayDecember 25, 2016**	Columbus Day	Monday	October 10, 2016
Thanksgiving Day Lincoln's Birthday Friday Washington's Birthday Christmas Day Thursday Friday Friday November 24, 2016 November 25, 2016 Priday December 23, 2016 December 25, 2016**	General Election Day	Tuesday	November 8, 2016
Lincoln's Birthday Friday November 25, 2016 Washington's Birthday Friday December 23, 2016 Christmas Day Sunday December 25, 2016**	Veterans Day	Friday	November 11, 2016
Washington's Birthday Friday December 23, 2016 Christmas Day Sunday December 25, 2016**	Thanksgiving Day	Thursday	November 24, 2016
Christmas Day Sunday December 25, 2016**	Lincoln's Birthday	Friday	November 25, 2016
	Washington's Birthday	Friday	December 23, 2016
Christmas Day Monday December 26, 2016*	Christmas Day	Sunday	December 25, 2016**
	Christmas Day	Monday	December 26, 2016*

<sup>\*</sup> Operations regularly scheduled Monday – Friday.

All full-time, part-time and hourly employees occupying permanent positions must be compensated for all holidays listed above. To be eligible for compensation, the employee must be in pay status during the week in which the holiday is observed. Employees are not compensated for holidays which are observed prior to the first workday of employment or for holidays which are observed after their last workday of employment. Full-time, part-time or hourly employees occupying permanent positions who are not scheduled to work on the dates listed above, and who do not work, shall receive holiday pay equal to one-tenth of their base bi-weekly salary. Employees occupying permanent full-time, part-time or hourly positions who do work on the holiday are entitled to payment for the hours worked and to the option of either payment equal to one-tenth of their base bi-weekly salary or compensatory time off for the holiday at the employee's discretion. Intermittent and temporary employees shall not receive holiday pay. Intermittent and temporary employees who work on a date indicated above will be paid for the hours worked.

PLEASE DISTRIBUTE A COPY OF THIS MEMORANDUM TO  $\underline{ALL}$  YOUR EMPLOYEES.

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<sup>\*\*</sup> Operations regularly scheduled on Saturday/Sunday.